

BUS

SAFETY PLAN

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SECTION 1.00: BUS ES&H POLICY & GOALS AND OBJECTIVES

SECTION	SUBJECT
1.01	BUS ES&H Policy
1.02	BUS ES&H Goals and Objectives

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Section 1.00, BUS ES&H Policy & Goals and Objectives

Subject 1.01, BUS ES&H Policy

POLICY:

The Business Operations (BUS) Division strives to provide its employees with a safe and healthy work environment and to protect employees, the general public, and the environment from any harm that may arise from division activities or responsibilities.

The successful implementation of this policy requires that all BUS employees follow Laboratory health and safety regulations and procedures. Employees must accept responsibility for protecting the environment and for ensuring their safety and the safety of their co-workers and the public.

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Section 1.00, BUS ES&H Policy & Goals and Objectives

Subject 1.02, BUS ES&H Goals and Objectives

GOALS AND OBJECTIVES:

The Business Operations (BUS) Division supports the Laboratory in its effort to achieve excellence in environment, safety, and health (ES&H). Listed below are BUS Division's goals and objectives for ES&H:

- Promote a safe, healthful, and environmentally sound workplace by listening and learning from each other;
- Require open, timely, and clear communication of ES&H plans, concerns, achievements, and lessons learned to achieve complete compliance with all federal, state, and DOE regulations and requirements;
- Develop, implement, and continually improve programs that promote ES&H and quality awareness and that actively involve all personnel;
- Ensure that every employee, subcontractor, and visitor receives proper training or certification and demonstrates the ability to safely and competently perform their duties;
- Develop and implement formal procedures for all diverse operations and activities performed in BUS Division;
- Continually evaluate organizational structures within BUS Division to manage ES&H programs effectively; and
- Recognize, acknowledge, and reward those employees who

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commit to understanding and complying with all ES&H requirements an those employees who accept responsibility to report unsafe conditions and halt inappropriate operations.

Section 2.00: SAFETY INFORMATION

SECTION	SUBJECT
2.01	Safety Reference BUS Safety Plan BUS Division BUS Employees Safety Meetings Reference
Exhibit 2.a	EXHIBITS In Case of Emergency BUS Contact List

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Section 2.00, SAFETY INFORMATION

Subject: 2.01 Safety Reference

BUS SAFETY PLAN:

A copy of the Business Operations (BUS) Division Safety Plan is kept in an easily accessible location in each group office in the Division Manual along with other important safety information.

Plan Updates

The BUS ES&H Specialist maintains the BUS Safety Plan and is responsible for updating it annually.

BUS DIVISION:**Responsibilities**

In addition to this plan and pursuant to the requirements of Emergency Management, the Environment, Safety and Health (ES&H) Manual, and other safety policies of the Laboratory, BUS Division maintains several plans to support Laboratory programs, including

- Building Emergency Plans,
- BUS Occupied Facilities Representatives listing, and
- Evacuation maps.

Trained Personnel

BUS Division supports the Laboratory's ES&H policies by conducting formal training classes on safety and emergency preparedness (e.g., emergency response plan, evacuation maps, sweep teams, CPR and first aid). Affected employees also attend specific annual refresher courses on safety procedures.

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Section 2.00, SAFETY INFORMATION

Subject: 2.01 Safety Reference

In Case of Emergency BUS Contacts List

The *In Case of Emergency BUS Contacts* list identifies employees trained to respond to specific emergencies. See *Exhibit 2.1, In Case of Emergency BUS Contacts*.

BUS Safety Office

The BUS Safety Office, located at SM-30, is the central point in BUS for Laboratory ES&H policy. This office communicates the policies and expectations to the appropriate BUS groups.

Resource Center - The BUS Safety Office maintains a resource center at SM-30. Some of the resource materials available are listed below:

- DOT Code of Federal Regulations 49 (49 CFR)
- ES&H Employee Handbook
- Director's Policies
- DOE Orders,

BUS Safety Office (cont'd)

- OSHA Regulations (29 CFR),
- Audits and assessments,
- Laboratory ES&H Manual, and
- National Fire Protection Association (NFPA) Regulations.

Contact the BUS Safety Office (667-1020) for a current listing of the resource materials available.

BUS EMPLOYEES: Responsibilities

Laboratory employees are an important part of the Laboratory's safety team. Employees must be responsible for proper conduct in ES&H matters to ensure their personal well-being and the well-being of others.

SAFETY MEETINGS:

ES&H concerns and issues should be discussed at every BUS group meeting.

REFERENCE:

The BUS ES&H Specialist can answer most ES&H questions or can identify the appropriate resource.

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Section 2.00, SAFETY INFORMATION

Subject: 2.01 Safety Reference

Section 3.00: ES&H RIGHTS AND RESPONSIBILITIES

SECTION	SUBJECT
3.01	Introduction Introduction ES&H Rights Definitions Employees Visitors
3.02	Employee Responsibilities Responsibilities BUS Employees ES&H Compliance Visitors Employees Under the Age of 18
3.03	Line Manager Responsibilities Responsibilities Line Managers

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Section 3.00, ES&H Rights and Responsibilities

Subject: 3.01, Introduction

INTRODUCTION:

The Business Operations (BUS) Division continually strives to maintain safe work standards while protecting the environment. This requires that all employees fully recognize their rights and carry out their responsibilities for their own safety and the safety of others.

ES&H Rights

Laboratory employees are entitled to employment in as safe a workplace as is reasonably achievable. They have the right to know the potential hazards associated with their work and work area as well as the control measures being used to protect them from those hazards. Their workplaces are monitored for employee exposure to harmful substances and the results are available to them.

DEFINITIONS:

Employees

The word *employees* refers to all personnel working at the Laboratory, including managers, subcontractors, and users.

Visitors

Visitors are escorted or unescorted, non-Laboratory persons visiting a

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Laboratory site, or Laboratory personnel visiting a Laboratory site other than their regular worksite.

Section 3.00, ES&H Rights and Responsibilities

Subject: 3.02, Employee Responsibilities

RESPONSIBILITIES:

BUS Employees

The environment, safety and health (ES&H) of the Business Operations (BUS) division is the responsibility of each and every BUS employee. Every BUS employee and on-site subcontractor must understand that proper conduct in ES&H matters ensures personal well-being and the well-being of others and is a job requirement.

Stop-Work - It is the responsibility of all BUS employees to stop work on any activity that poses danger to health, safety, or the environment. In addition to BUS employees, Department of Energy (DOE) personnel or those conducting audits and/or assessments in the work area may also direct employees to stop work on any activity that poses danger to health, safety, or the environment.

Self-Assessment Safety Inspections - Correcting safety deficiencies is critical for the safety of all BUS employees. Corrective actions and

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Section 3.00, ES&H Rights and Responsibilities

Subject: 3.02, Employee Responsibilities

quarterly self assessments will be conducted routinely.

Ownership - Every Bus employee should consider him/herself an owner of the spaces in which he/she works and should accept personal responsibility for those spaces. Individual space owners shall be knowledgeable about all the equipment and activities in their areas.

Reporting Accidents/Incidents - All BUS employees are responsible for reporting potentially hazardous conditions, operations, or unsafe acts to the supervisor or to the BUS Safety and Training Office.

Report near-accidents or unusual occurrences to the supervisor immediately. Report unsafe conditions and potential hazards to the supervisor, including malfunctioning equipment, fires, accidents, incidents, injuries, illnesses, and property damage.

All BUS employees who suffer from an on-the-job injury or illness **must** report to Occupational Medicine, ESH-2, **or** to a nearby emergency medical facility as appropriate.

RESPONSIBILITIES: (cont) BUS Employees

Additional Responsibilities - In addition to the responsibilities listed previously, employees should:

- Conduct only those activities approved by a supervisor;
- Use Laboratory facilities, equipment, and tools only for the purpose for which they were designed;
- Follow standard operating procedures (SOPs), standard work procedures (SWPs), and material safety data sheets (MSDSs), and other approved operating aids associated with work to be performed;
- Observe ES&H requirements, procedures, instructions, signs, posters, and warning signals;
- Become familiar with potential hazards associated with the work

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Section 3.00, ES&H Rights and Responsibilities

Subject: 3.02, Employee Responsibilities

and work area;

- Know emergency plans and procedures for the work area;
- Use appropriate personal protective equipment as determined by supervisors, SOPs, and special work permits;
- Warn supervisors and co-workers about defective equipment and other hazards;
- Help management ensure that co-workers and visitors comply with ES&H policies and procedures; and
- Participate in required medical and biological monitoring programs.

ES&H Compliance

Safety and accountability are performance standards in the Laboratory Performance Appraisal; not meeting this standard will affect an employee's performance appraisal. Compliance with the Laboratory policies and standards will be reviewed annually by upper management. Noncompliance can result in disciplinary action up to and including termination.

Visitors

Visitors may sometimes enter BUS Division's workspace and use equipment. Safety concerns for these individuals are the same as those of the particular BUS group. The BUS hosts are responsible for ensuring their visitors are fully informed about BUS Division's safety program. Visitors are responsible for complying with BUS's ES&H and security policies and procedures.

RESPONSIBILITIES: (cont) Employees Under the Age of 18

Bus Division's responsibilities also include the training and supervision of special program employees under the age of 18. Division policy restricts the activities of all employees under 18 years old from occupations forbidden by regulations of the Secretary of Labor and the New Mexico Child Labor Laws. *See the Administrative Policies and Procedures Manual (AM) 102.17 for details on further restrictions and approvals.*

Assigning Work Area - Before assigning employees to a work area, the supervisor, in conjunction with ESH if necessary, determines all the

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Section 3.00, ES&H Rights and Responsibilities

Subject: 3.02, Employee Responsibilities

risks associated with the operations.

Forbidden Jobs for Minors - Persons under 18 years of age may not work in jobs involving the following (the list may not be all inclusive):

- Operations involving the storage of explosives or articles containing explosive components;
- Operations involving exposure to radioactive substances and to ionizing radiation;
- Operation of government motor vehicles;
- Operation of power-driven hoisting apparatus, cranes, derricks, hoists, and high-lift forklifts;
- Operation of power-driven woodworking, metal, metal-forming, punching, or circular saws, band saws, and shearing machines, or;
- Operation of high-pressure systems.

Section 3.00, ES&H Rights and Responsibilities

Subject: 3.03, Line Manager Responsibilities

RESPONSIBILITIES: **Line Managers**

Line managers play a key role in promoting, communicating, and establishing a culture that recognizes environment, safety, and health as a top priority. They are accountable for implementing and monitoring the safety program and for reducing the number of accidents and incidents in their areas. This responsibility extends to all employees, equipment, and facilities under their supervision.

In addition to the responsibilities outlined for all BUS employees, line managers must

- Ensure that all employees meet and comply with all applicable federal and laboratory regulations, policies, and procedures;
- Ensure that posted safety rules and policies are current for work

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Section 3.00, ES&H Rights and Responsibilities

Subject: 3.03, Line Manager Responsibilities

operations and that employees under their supervision have read and understood them

- Implement continuous improvement programs to minimize waste generation, environmental discharges, safety risks, and occupational exposures to hazardous materials or activities;
- Ensure that employees have received the proper training and/or certification and have demonstrated the ability to safely and completely perform their duties. (The BUS Safety Office, Environment, Safety and Health [ESH] Division, the Training and Development (T &D) office of the Human Resource [HR] Division will assist line managers in meeting the ES&H training requirements.);
- Maintain records that document the required training and certification for every employee;
- Ensure that ES&H is addressed in employee performance evaluations;
- Demonstrate awareness and concern for ES&H issues by observing employee performance and being aware of conditions, problems, and compliance issues;

RESPONSIBILITIES: (cont) Line Managers

- Review SOPs before they are submitted to ESH Division, if appropriate, on an annual basis, to ensure that adequate controls are being specified;
- Ensure that potentially hazardous activities receive adequate ES&H review;
- Help coordinate, with appropriate Laboratory organizations, internal and external ES&H appraisals
- Conduct daily observations for unsafe acts. Ensure that any observations noted by the Safety Training Observation Program (STOP) are documented and corrected and that a STOP card is submitted to the appropriate group office, program manager, and the BUS Safety Office for safety documentation;

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Section 3.00, ES&H Rights and Responsibilities

Subject: 3.03, Line Manager Responsibilities

- Follow appropriate reporting procedures. (See Section 8.00, Reporting, for exact reporting procedures.)
- Request the assistance and participation from the assigned Safety Liaison in the appropriate section for any of the above responsibilities; and
- Act as resources for interpreting ES&H issues and provide assistance to organizations as requested.

Section 4.00: LABORATORY AND BUS ES&H PROGRAMS AND COORDINATORS

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4.01	Purpose Purpose BUS Safety Office Laboratory ES&H Programs and Coordinators
4.02	ALARA Radiation Program Coordinator Purpose DefinitionsALARA Controlled Area

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Section 4.00: LABORATORY AND BUS ES&H PROGRAMS AND COORDINATORS

	Uncontrolled Area
	Dosimetry Badge
	Occupational Worker
	Radiation Worker
Responsibilities	BUS ALARA Coordinator
	Line Management (Division/Group Level)
	Employees
	Personal Radiation Dosimetry
	Safety Office
	BUS ALARA Committee
	Records
References	Referrals

4.03 Industrial Hygiene Program (Air, Noise, Chemical, Etc.)

Purpose
Description
Reference

4.04 Hazard Communication Program and Coordinator

Purpose	
Description	Hazardous Materials
	Material Safety Data Sheets
	Information
Responsibilities	BUS Hazard Communication Coordinator
	Line Management
Meetings	
Reference	

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SUBJECT

Laboratory ES&H Programs and Coordinators (cont)

4.05 Calibration Program & Coordinator

Purpose	
Description	
Responsibilities	Coordinator
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4.06 Facility Manager and Building Manager Program

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Section 4.00: LABORATORY AND BUS ES&H PROGRAMS AND COORDINATORS

Purpose	
Facility Manager	Responsibilities
Building Manager	Responsibilities
	Building Management Committee
Reference	

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Spill Coordinator

Purpose	
Responsibilities	Spill Coordinator
Meetings	
Reference	

4.08

Waste Coordinator

Purpose	
Definition	Waste Generator
Responsibilities	Waste Coordinator
Meeting Schedule	
Reference	

BUS Programs and Coordinators

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BUS ES&H Specialist

Purpose	
Responsibilities	ES&H Specialist
Meetings	
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4.10

BUS Safety Council

Purpose	
Responsibilities	BUS Safety Council
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BUS Safety Liaison Program

Purpose	
Responsibilities	BUS Safety Liaisons

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Section 4.00: LABORATORY AND BUS ES&H PROGRAMS AND COORDINATORS

Meeting Schedule

4.12

BUS Safety Training Observation Program (STOP)

Purpose

Description

STOP Implementation

Top Stopper

Table 4.1

TABLE

BUS Owned Facilities Representatives

App. 4-A

APPENDIX

BUS ALARA Committee

Exhibit 4.a

EXHIBITS

Stop Card

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.01, Purpose

PURPOSE:

The Laboratory considers the protection of the environment, as well as the protection of human life and health, to be its top priority. The Business Operations (BUS) Division, together with the Laboratory, created these ES&H programs to ensure the occupational health and safety of all personnel working or visiting BUS, and to preserve and protect the environment from any potential hazards associated with

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Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.01, Purpose

division activities.

BUS SAFETY OFFICE:

The BUS Safety Office is the central point for comprehensive information on these programs and coordinators. The information is continually revised to comply with applicable federal, state, and DOE regulations and Laboratory policies.

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.02, ALARA Radiation Program and Coordinator

PURPOSE

The “As Low As Reasonably Achievable” (ALARA) Radiation Program encourages employees to keep exposure to radioactive materials and

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Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.02, ALARA Radiation Program and Coordinator

radiation as low as social, technical, economic, practical, and public policy considerations permit.

DEFINITIONS:

ALARA

The ALARA Program for radiation is a guideline for keeping individual and collective radiation exposures (in the workforce and general public) as far below applicable limits as is reasonably achievable. ALARA is not a dose limit but a process that has the objective of reducing dose levels.

Controlled Area

A *controlled* area is any area where access is controlled in order to protect individuals from exposure to radiation and radioactive materials.

Uncontrolled Area

An *uncontrolled* area is an area that is essentially free of radioactive contamination and radiation fields where access is allowed to Laboratory employees, subcontractors, visiting scientists, and visiting members of the public (security considerations are a separate issue).

Dosimetry Badge

A *dosimetry* badge is a radiation detection instrument worn by identified employees. It is checked monthly to determine individual exposure levels.

Occupational Worker

An *occupational worker* is an employee or subcontractor employee, or an individual who visits to perform work for or in conjunction with the Department of Energy (DOE) or who uses DOE Facilities.

Radiation Worker

A *radiation worker* is an occupational worker whose job assignment requires unescorted access to a radiological area, operation of radiation-producing devices, or working with radioactive materials or who is likely to receive above 0.1 rem (0.001 sievert) per year from external radiation.

RESPONSIBILITIES:

BUS ALARA Coordinator

The BUS ALARA Coordinator, in conjunction with line management and supervisory personnel, carries out the ALARA concept in the activities conducted by the BUS Division. See *Table 4.1, BUS Owned Facilities Representatives*, for current BUS ALARA Program Coordinator.

RESPONSIBILITIES:

BUS ALARA Coordinator

The BUS ALARA Coordinator must:

- Actively promote an awareness and commitment of ALARA

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Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.02, ALARA Radiation Program and Coordinator

(Cont'd)

throughout the division by ensuring that all Division employees understand the meaning of ALARA and techniques for its implementation in the workplace;

- Systematically identify all possible BUS sources of ionizing radiation for employees, the public, and the environment;
- Ascertain monitoring data collection requirements that might be necessary to evaluate potential exposures within the Division;
- Identify, investigate, document, and ensure corrective actions on situations found to be inconsistent with the ALARA concept;
- Provide and maintain auditable documentation of the Division's ALARA activities;
- Ensure that ALARA is considered, as appropriate, in training; Standard Operating Procedures (SOP{s}); Special Work Permit (SWOs); facility/equipment design; emergency response planning; and facility maintenance;
- Coordinate Division ALARA efforts with Environment, Safety and Health (ESH) and Environment Management (EM); and
- Submit a semi-annual report to facility management and the ESH/EM ALARA Coordinator.

**Line Management
(Division and Group Level)**

Line management is responsible for emphasizing the concepts of the ALARA Program and for ensuring that those concepts are applied effectively.

Employees

Employees are a key element in the overall success of the ALARA Program. They are responsible for attending scheduled radiation protection training sessions, reporting any suspected radiation exposure, and following correct procedures if assigned a dosimetry badge.

Female employees who work with or around radioactive materials and are pregnant or are planning a pregnancy must notify the Occupational Medicine Group (ESH-2) who will determine whether any temporary

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Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.02, ALARA Radiation Program and Coordinator

work restrictions are required.

PERSONAL RADIATION DOSIMETRY:

The ESH Division maintains a personnel dosimetry program that ensures compliance with all radiation protection exposure standards. This program provides accredited dosimetry services and provides organizations with monthly and annually summary reports of personnel exposures. Each organization must ensure compliance with monitoring requirements through the Employee Health Physics Checklist and must input dosimetry data into an acceptable exposure control and ALARA Program.

SAFETY OFFICE:

The BUS Safety Office coordinates radiation safety training for BUS Division employees. DOE orders outline the training requirements. The level of training is to commensurate with the employee's job assignment.

The Radiation Protection for Occupational Workers training course is required every two years for all Laboratory employees and subcontractors. The purpose of the training is to enhance safety awareness and to further ensure that BUS Division worker exposure to radiation remains as low as reasonably achievable.

BUS ALARA COMMITTEE:

The BUS Division ALARA Committee will provide for reviews/audits of ALARA activities to assist line management and supervisory personnel in carrying out the ALARA policy. The committee shall review to ALARA activities of some portion of the Division on a quarterly basis to ensure that each activity is reviewed on an annual basis. (*See Appendix 4.A for current ALARA Committee members.*)

RECORDS:

Records generated by the documentation of ALARA activities are maintained by the ALARA Coordinator in an auditable file. ALARA records are treated as controlled documents and are audited to ensure that only current documents are in use.

REFERENCES:

Laboratory ES&H Manual
BUS ALARA Radiation Program Plan
BUS Quality Program Plan

Referrals

Health Physics Operations Group (ESH-1), 7-7171
Occupational Medicine Group (ESH-2), 7-7251
Facility Risk Management Group (ESH-3), 7-3363
Industrial Hygiene and Safety Group (ESH-5), 7-5231
Nuclear Criticality Safety Group (ESH-6), 7-4789

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Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.02, ALARA Radiation Program and Coordinator

Waste Management Group (EM/WM), 7-2211

Environment Restoration Group (EM/ER), 7-0808

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

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Subject: 4.03 Industrial Hygiene Program (Air, Noise, Chemical, Etc.)

PURPOSE:

The Business Operations (BUS) Division works with the Industrial Hygiene and Safety Group (ESH-5) in an effort to recognize, evaluate, and control environmental factors or stresses arising in or from the workplace that may cause sickness, impaired health and well being, or significant discomfort and inefficiency among workers or those with whom they come into contact.

ESH-5 helps operating groups monitoring the effectiveness of their health protection programs by periodic review of workplace operations and by workplace sampling for exposure to chemical, monitoring and have access to their own exposure information. A representative from Occupational Medicine (ESH-2), assists ESH-5, upon request, in the investigation of an occupational illness.

The ESH-5 staff is included in the design review process whenever new construction or remodeling of an existing process is planned,

ESH-5 identifies the health hazard, performs a hazard evaluation, and recommends control measures. Control measures are implemented when ever it is determined that a potential health hazard standards are not being followed. The ESH-5 staff formally respond promptly. Where feasible, engineering control measures, process change, or material substitution is used to prevent or minimize exposure to hazards. Administrative controls and personal protective equipment should supplement engineering controls as appropriate.

Example of BUS limits for noise and air:

- Hearing Conversation not to exceed 80 DBA: LANL/Air Force
- CO -25 ppm TWA
- NO2 - 3ppm TWA, 5.ppm ceiling

REFERENCE:

See Table 4.1, BUS Owned Facilities Representatives, for current ESH-5 Industrial Hygienist.

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

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Subject: 4.04, Hazard Communication Program and Coordinator

PURPOSE:

The Business Operations (BUS) Division does not produce anything of a hazardous nature, and the use of hazardous materials within the Division is very limited. However, there are receiving, storage, and distribution activities in buildings SM-30, SM-31, SM-142, and SM-170 that could endanger the health or safety of individuals if the proper precautions to control exposures to hazards are not observed. Hazard communication is the most effective precaution and involves the basic concepts of (1) hazardous material labeling, (2) Material Safety Data Sheets (MSDSs), and (3) information and training.

DESCRIPTION:**Hazardous Materials**

Hazardous materials are received directly from commercial carriers and suppliers at buildings SM-30, SM-31 (Fisher) and SM-170. Department of Transportation (DOT) regulations require that these materials are labeled and marked to identify their hazards and provide appropriate warnings. Hazard labels and markings are handled and processed accordingly. Care is taken that the labels and markings are not obscured or effaced as the materials are processed through the work place.

Material Safety Data Sheets

Material Safety Data Sheets (MSDSs) for each hazardous material known to be in use in specific locations are available to employees at designated areas in their respective work areas. In addition, files of MSDSs are maintained for hazardous materials that are stored and issued but not actually used by BUS Division.

Information and Training

It is important that each BUS employee be aware of the Division's Hazardous communication Program and with the specific written procedures for their individual work areas. Employees receive periodic training methods, observations, and evaluations that may be used to detect the presence or release of a hazardous material in the work area. Employees who are involved in distribution and delivery functions receive additional, periodic training in the loading, unloading, and transportation of hazardous materials and training in DOT vehicle safety regulations.

BUS Hazard Communication Coordinator

The BUS Division Hazard Communication Coordinator acts as the contact point with the Industrial Hygiene and Safety Group (ESH-5) in matters concerning hazard communication and directs management in compliance-related issues.

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Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.04, Hazard Communication Program and Coordinator

The BUS Hazard Communication Coordinator must

- Validate an updated chemical inventory sent to BUS Division by ESH-5 on an annual basis;
- Be the local “expert” in the Hazard Communication Standard and the initial contact for information requests from BUS groups;
- Gather and organize hazard communication data from group-level representatives and report findings to ESH-5 and to the BUS Division Office; and
- Advise line management on compliance-related issues. This includes informing workers of hazards associated with their work or work area and about control measures being used to mitigate those hazards (for example - training, substitution of less hazardous materials, implementing engineering controls, implementing administrative controls, and ensuring the use of protective equipment).

Line Management

Line management has the ultimate responsibility for compliance with all Hazard Communication Standard provisions such as labeling, training, documentation, and maintenance of the written program.

MEETINGS:

The BUS Hazard Communication Coordinator meets with ESH-5 and the BUS Division Office when necessary to convey pertinent information.

REFERENCE:

See Table 4.1, *BUS Owned Facilities Representatives, for current Hazardous Communication Coordinator.*

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Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.05, Calibration Program and Coordinator

PURPOSE:

The BUS Division supplies the Laboratory with precious metals and high-pressure compressed gases to be used for experimental purposes. The Bus Division Calibration Program ensures that the instruments used for measuring these materials are free of error and remain within the stated accuracy for the duration of the calibration interval.

DESCRIPTION:

BUS Division's philosophy is that the ultimate responsibility for ensuring measurement accuracy lies with the individual making the measurement. To provide the individual with the means to make this determination, all equipment that serves as a measuring reference is placed in a periodic calibration program with the Laboratory's Standards and Calibration Group (ESH-9) or the equipment manufacturer's calibration services.

RESPONSIBILITIES:**Coordinator**

To ensure the implementation of the BUS Division Calibration Program, BUS Division has appointed a Division Calibration Coordinator. The Coordinator's responsibilities include the following:

- Ensure that BUS Division groups participate in planning and implementing this Program;
- Compile a list of Division equipment requiring periodic calibration;
- Maintain calibration record (including a copy of the Calibration Certificate issued by the calibration source and a copy of the Laboratory's Calibration Record Form when a calibration has been performed by a BUS Division employee);
- Monitor the Division's Calibration Program; and
- Serve as the Division's central contact for all calibration matters.

REFERENCE:

See Table 4.1, BUS Owned Facilities Representatives, for the current BUS Calibration Coordinator.

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Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.06, Facility Manager and Building Manager Programs

PURPOSE:

In its effort to promote environment, safety and health (ES&H goals and objectives, the Laboratory provides its employees with a safe work environment and protects government property from loss or damage. The Facility Manager and Building Manager Programs accomplish these goals by complementing other ES&H personnel and programs and by ensuring compliance with Department of Energy (DOE) orders.

FACILITY MANAGER:

The Facility Manager oversees the operations of a facility or group of related facilities and has authority to direct physical changes to the facilities under his or her control.

Responsibilities:

The Facility Manager

- Gathers pertinent information from appropriate employees and completes occurrence reports as outlined in DOE orders;
- Acts as point-of-contact along with Building Manager in the event of an emergency; and
- Approves physical changes made to buildings within the facility that improve ES&H conditions.

BUILDING MANAGER:

The Building Manager responsibilities are intended to complement those of group and division ES&H personnel. The Building Manager must be aware of and must help implement procedures and protocols mandated by DOE orders. Each Building Manager should have a designated alternate to serve when required, and each Building Manager must have access to appropriate resources and personnel from technical and support organization.

Responsibilities

The Building Manager has the following responsibilities:

Emergency Planning and Operations - The Building Manager must interact with the Operations and Maintenance Group (FSS-9) area coordinators, the Emergency Management and Response Office (EM&R), the Los Alamos Fire Department, and LANL Fire Protection (FSS/FP) for emergency requirements within the building.

BUS

SAFETY PLAN

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.06, Facility Manager and Building Manager Programs

Responsibilities (Cont'd)

ES&H Issues - Building Managers must interact with all of the following people and be aware of the responsibilities of each: ES&H representatives, waste management coordinators, and spill coordinators.

Security - Building managers are the point of contact for Security Operations and Systems (FSS-10) Group and should be aware, through division security officers, of security matters that affect the whole building.

Audits and Appraisals - Building Managers should be included in the coordination of audits and appraisals that affect all occupants of the building.

Power Outages and Scheduled Maintenance - Building Managers are the point of contact for FSS-9 area coordinators and must inform building occupants of scheduled power outages and other building maintenance.

Building Management Committee

Building Managers of multiple-occupancy buildings are encouraged to establish and chair a Building Management Committee that comprises representatives from each group or division within the building. All Building Managers at a particular site are also encouraged to meet to discuss issues that pertain to all buildings on that site.

REFERENCE:

Refer to the ES&H Manual, Section AR 8-7, "Landlords and Building Managers" for comprehensive information on the Building Manager Program.

See Table 4.1, BUS Owned Facilities Representatives, for current Facility Manager and Building Manager.

BUS

SAFETY PLAN

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.07, Spill Coordinator

RESPONSIBILITIES:
Spill Coordinator

The Bus Spill Coordinator must:

- Ensure that employees handling chemicals or oil are properly trained in the handling of hazardous materials, spill control, and spill cleanup reporting, as well as made aware of the intent of the Spill Prevention Control and Countermeasure Plan (SPCC) regulation;
- Prepare and maintain records of training activities with the BUS Safety Office;
- Ensure that spill equipment, such as spill kits, sorbents, or booms, is maintained and on hand in adequate supply to handle any foreseeable spills;
- Participate in walk-around inspections and follow-up corrective action to remedy inadequacies;
- Maintain chemical and oil inventories as needed;
- Report spills to the Waste Management Group (EM/WM) and to the Environment Protection Group (ESH-8);
- Prepare spill reports and send copies to EM/WM; and
- Remain current on the types and the proper procedures for cleanup of chemicals stored in each group's area.

MEETINGS:

The BUS Spill Coordinator meets with the ESH Division staff and the BUS Division Office on an as-needed basis.

REFERENCE:

See Table 4.1, Bus Owned Facilities Representatives, for current Spill Coordinator.

BUS

SAFETY PLAN

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.08, Waste Coordinator

PURPOSE:

The Waste Coordinator acts as the BUS Division group-level contact person with the Waste Management EM/WM and the Environment Protection Group (ESH-8) in matters concerning waste management and coordination.

DEFINITION:

Waste Generator

The *waste generator* is a person who produces a chemical, hazardous, or mixed waste from a process; experiment; or the operation; or by discarding unused or used material.

RESPONSIBILITIES:

Waste Coordinator

The Waste Coordinator must:

- Answer routine questions for BUS such as which forms are required for disposal and how obtain them;
- Ensure that accurate records are maintained at the group level by controlling the flow of documents to the waste management personnel in EM/WM and ESH-8;
- Verify the materials to be picked up by EM/WM; and
- Work with waste management personnel in EM/WM and ESH-8 to control and resolve waste-handling problems immediately upon their discovery.

NOTE: The Waste Coordinator **is not** responsible for completing or submitting the paperwork for the generator to ESH-8; certifying the waste contents; or moving, handling, or packaging the waste materials.

MEETING SCHEDULE:

The Waste Coordinator will meet with respective BUS Group Leaders and with the EM/WM waste management personnel as necessary to fulfill the above responsibilities.

REFERENCE:

See Table 4.1, *Bus Owned Facilities Representatives*, for current waste coordinator.

BUS

SAFETY PLAN

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.09, BUS ES&H Specialist

PURPOSE:

The Bus Division's Environment, Safety, and Health (ES&H) Specialist acts in a staff capacity to coordinate the implementation of ES&H programs and training sessions for BUS employees and plays a key role in promoting, advancing, communicating, and establishing safety activities.

**RESPONSIBILITIES:
ES&H Specialist**

The BUS ES&H Specialist must

- Assist in the development of the Division's ES&H Program to ensure that it is effective and is in compliance with applicable Department of Energy (DOE) safety codes, standards, and regulations;
- Research special safety training requests;
- Coordinate comprehensive Laboratory and in-house safety training programs;
- Instruct BUS's Safety Liaison Program and provide training and guidance to Safety Liaisons;
- Maintain the Bus Safety Plan and Distribute revisions on an annual basis;
- coordinate Bus emergency evacuation drills;
- Coordinate safety inspections;
- Process safety alerts received from the ESH Division, General Services Administration (GSA), or manufacturers;
- Investigate, process, and maintain information on all accidents/incidents that occur in BUS Division and document them on a database;
- Act as the BUS contact (Safety Coordinator) for safety-related issues; and
- Compile and prepare annual safety reports.

BUS

SAFETY PLAN

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.09, BUS ES&H Specialist

MEETINGS:

The BUS ES&H Specialist meets with the Bus Division Leader and appropriate Laboratory staff as necessary.

REFERENCE:

See Table 4.1, BUS Owned Facilities Representatives, for current BUS ES&H Specialist.

BUS

SAFETY PLAN

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.10, BUS Safety Council

PURPOSE:

The Bus Division Safety Council provides an organization-specific review team for safety issues. The council consists of the Division Leader, Deputy Division Leader, appropriate Group Leader, appropriate Section Leader, and a representative from the Bus Safety Office.

RESPONSIBILITIES:**BUS Safety Council**

The BUS Safety Council

- Reviews specific cases of accidents and incidents involving BUS personnel, equipment, or facilities.
- Determines appropriate corrective action with the affected person, the first-line supervisor, and the Group Leader.
- Contacts the BUS Safety Office to coordinate meetings to address cases of accidents/incidents involving BUS personnel, equipment, or facilities.
- Contacts BUS Safety Office to coordinate meetings on operations that may create potential safety hazards and may need immediate correction.
- Reviews root causes and lessons learned.

MEETING SCHEDULE:

The BUS Safety Council meets as necessary to complete case reviews.

BUS

SAFETY PLAN

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.11, BUS Safety Liaison Program

PURPOSE:

The BUS Division Safety Liaison Program establishes the guidelines for a group of Safety Liaisons dedicated to monitoring and improving working conditions within the Division. The primary goal of each liaison is to ensure that Bus safety goals are met or exceeded.

RESPONSIBILITIES:**BUS Safety Liaisons**

Safety Liaisons must

- Assist Line Management in ensuring that all employees adhere to all policies and procedures set forth in the BUS Safety Manual, Laboratory ES&H Manual, and as defined in BUS work procedures;
- Conduct frequent spot checks of facilities, equipment, and operations;
- Take immediate corrective action on all safety concerns and violations and report them properly;
- Report all safety violations to immediate supervisors;
- Conduct and document regular safety meetings with coworkers;
- Help develop current and accurate working procedures and post these procedures in the appropriate work areas;
- Participate in inspection walk-throughs conducted by BUS, ESH, or Department of Energy/Los Alamos Area Office (DOE/LAAO) and see that any noted deficiency is corrected; and
- Help coworkers complete the accident/incident forms and be willing to talk with and offer safety guidance to those coworkers.

MEETING SCHEDULE:

The BUS Safety Liaisons meet as needed to exchange information and ideas about safety concerns.

BUS

SAFETY PLAN

Section 4.00, Laboratory & BUS ES&H Programs and Coordinators

Subject: 4.12, BUS Safety Training Observation Program (STOP)

PURPOSE:

The primary objective of the Safety Training Observation Program (STOP) is to promote safety awareness and to identify and eliminate unsafe conditions to achieve safety excellence. Safety excellence is achieved by observing, correcting, preventing, and reporting unsafe acts in a systematic manner.

DESCRIPTION:

STOP is a highly effective safety program originally developed by DuPont and now being utilized by BUS Division.

STOP achieves its goal through the commitment and participation of all employees in the workplace. The program reduces injury, improves supervisory skills, builds morale, and promotes teamwork and understanding.

STOP IMPLEMENTATION:

As part of STOP implementation, BUS employees follow the STOP techniques outlined below:

- **Decide** to commit to the STOP process and make safety a top priority.
- **Stop** and give your complete and undivided attention to the safety of your work environment.
- **Observe** people in a careful, systematic way to see that they are working safely. Check tools and equipment to be sure they are not in unsafe condition, wrong for the job, or used incorrectly.
- **Act** immediately to make sure unsafe acts are corrected and recurrence is prevented. Talk with the person involved until there is an understanding why his/her unsafe act is hazardous.
- **Report** observations and actions by completing a safety observation card and submitting it to your supervisor. *See Exhibit 4.c, STOP Card.*

BUS

SAFETY PLAN

Section 5.00, GENERAL SAFETY

SECTION	SUBJECT	
5.01	General Safety Rules General Safety Rules Smoking Policy	
5.02	Driving Official Vehicles	Driver's License Seat Belts Keys Traffic Regulations Warehouse Traffic Avoiding Hazards Chocking of Vehicles Vehicle Inspection Conserving Motor Vehicle Fuel Reporting Accidents
5.03	Electrical Safety Electrical Shock Precautions	Severity Machines Outlets and Cords Plugs Extension Cords Defective Equipment
5.04	Housekeeping Requirements Policy Responsibilities	Employees
5.05	Ladders Overview Guidelines	Carrying Ladders Maintenance/Storage
5.06	Lifting and Carrying Manual Lifting Techniques Specific Techniques Reference	

BUS

SAFETY PLAN

Section 5.00, GENERAL SAFETY

SECTION	SUBJECT
5.07	Personal Safety Eye Protection Noise Exposure Safety Shoes Responsibilities Disciplinary Action References Prevention Exceeds DOE Limits Policy Areas Supervisors
5.08	Ergonomic Safety Purpose Ergonomic Guidelines Chair Work Surface Keyboard Screen Lighting Initial VDT Work Station Adjustments
Exhibit 5.a	Exhibit Recommended Lifting Procedures

BUS

SAFETY PLAN

Section 5.00, GENERAL SAFETY

SECTION

SUBJECT

Section 5.00, General Safety

Subject: 5.01, General Safety Rules

GENERAL SAFETY RULES:

Most accidents occur while people are going from one place to another. To avoid, injury employees should take the following precautions:

- Always use handrails when going up or down stairs.
- Watch for slippery surfaces such as highly waxed floors.
- Use caution when walking or standing on slippery outdoor stairs or sidewalks, especially during winter months.
- **Do not** stand on chairs or other equipment. Do not use furniture as a ladder.
- Wipe up any spills immediately.
- **Do not** leave cords lying on the floor where people can trip over them.
- Report tripping hazards to the supervisor. Common hazards are sliding rugs and carpets with unsecured or raveled edges.
- Keep objects that can be tripped over safely out of the way.
- Maintain reasonable orderliness in the office.
- Keep materials easily accessible to prevent wasted time and effort.
- Wear appropriate footwear in winter months such as snow shoes.
- When standing, distribute your weight evenly on both feet.

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SAFETY PLAN

Section 5.00, General Safety

Subject: 5.01, General Safety Rules

SMOKING POLICY:

Smoking in Bus Division warehouses and administrative buildings is prohibited except in areas approved and designated by the Industrial Hygiene and Safety Group (ESH-5) as smoking areas. Smoking is also prohibited in government vehicles.

Section 5.00, General Safety

Subject: 5.02, Driving

OFFICIAL VEHICLES:
Driver's License

Only an employee holding a valid driver's license from any state may use Laboratory vehicles. See Section 3.0, ES&H Rights and Responsibilities, for driving restriction on employees under the age of 18.

Seat Belts

The Laboratory requires all employees who are on official business to use seatbelts while driving or riding in a government, leased, rental, or private vehicle.

Keys

Employees must always remove the ignition keys from any unattended Laboratory vehicle.

Traffic Regulations

Employees must abide by all state and local traffic regulations while driving a Laboratory vehicle

Warehouse Traffic

Vehicles from the Laboratory, as well as delivery vans and large vehicles from the outside vendors, use the BUS Division warehouse daily. The traffic may be hazardous to drivers and pedestrians.

DANGER: Never block the loading dock with a vehicle.

Avoiding Hazards

Drivers must be cautious and observe posted speed and parking regulations. Parking is permitted only in designated areas, and citations are issued to offenders.

Chocking of Vehicles

Except for small delivery vans or pickup trucks, all government or commercial carrier trucks or trailers being loaded or unloaded must always be chocked (with the chocks touching the wheels). The building dispatcher monitors dock operations and enforces this procedure.

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SAFETY PLAN

Section 5.00, General Safety

Subject: 5.02, Driving

Vehicle Inspection

Federal Motor Safety Regulations prescribe that certain materials - handling and - moving vehicles be inspected to ensure that they are in good operating order.

No one may drive any BUS Division vehicle - including semi-trucks, pickup trucks, and all gasoline-, diesel-, or liquefied petroleum gas (LPG)-operated trucks and forklifts - unless the vehicle has been inspected and an inspection checklist has been completed by the operator or a representative of the dispatch section.

Vehicle Inspection (Cont'd)

Inspection Checklist - The checklist identifies the motor vehicle. The driver identifies and checks any discovered or reported defects of deficiencies that could affect the safety operation of the vehicle or that could result in its mechanical breakdown.

Report - Employees are required to complete reports on all vehicle inspections.

Driver's Signature - The driver must always sign the inspection report. Supervisors ensure the repair of any items listed on the checklist before authorizing the operation of that vehicle

Conserving Motor Vehicle Fuel

To conserve energy and to reduce consumption of petroleum products, employees must use the following guidelines:

- Limit idle time for most vehicles to one minute. Certain vehicles, such as diesels, require continuous operation for maximum efficiency.
- Reduce travel by motor vehicle as much as possible without jeopardizing essential business.
- Use the smallest feasible vehicle for the job.
- Maintain tire pressure to level recommended by manufacturer.

Reporting Accidents

GSA Standard Form 91 - Employees must report any accident involving a Government Services Administration (GSA) -owned vehicle to the office by telephone within 24 hours. GSA then will instruct the

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Section 5.00, General Safety

Subject: 5.02, Driving

operator about documentation requirements such as GSA Standard Form 91, Operator's Report of Motor Vehicle Accident. See Exhibit Package 8.a, Accident/Incident Reporting Forms. Also, see App. 7-A, Emergency Response Procedures - Vehicle Accident.

Section 5.00, General Safety

Subject: 5.03, Electrical Safety

ELECTRICAL SHOCK:

Electrical shock can cause the following:

- Pain,
- Burns,
- Injurious involuntary muscular reaction,
- Inhibition of breathing,
- Loss of consciousness,
- Heart fibrillation, and
- Death

Severity

The severity of the injury depends on the magnitude and type of current and its path through the body. The Business Operation's Division (BUS) takes precautions to maximize the risk to Division employees, to the public, and the government property.

PRECAUTIONS:

Employees must use the following precautions to avoid hazards associated with electricity:

Machines

Employees should use the guidelines list below to safely operate

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SAFETY PLAN

Section 5.00, General Safety

Subject: 5.03, Electrical Safety

machines:

- Always be alert and use common sense when using machines and equipment.
- Never operate a machine until you have been trained to operate it safely.
- Always dry hands before operating electrical equipment.

Machines

- Turn off electrical equipment before you leave work.
- Call a trained or certified repairman to service and/or repair damaged equipment
- Keep electrical machinery in good working order.

Outlets and Cords

Employees should

- **Not** overload circuits. Short circuits can cause fires.
- Contact the Building Manager if additional outlets are required.
- Periodically check all electrical cords for any worn or exposed parts. Frayed cords are dangerous; anyone touching them can receive a shock or the cords may spark and cause a fire. Report any frayed cord or cords immediately to your supervisor and stop using the equipment do not yank on cords.

Plugs

Employees should

- Use care in removing plugs. Yanking on a cord could break the insulation or loosen the terminals.
- Grasp the plug itself, then pull when removing the plug from a socket.

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Section 5.00, General Safety

Subject: 5.03, Electrical Safety

Extension Cords

Employees should

- **Never** leave an extension cord plugged into the wall outlet when the cord is disconnected from the machine.
- Always examine extension cords carefully; look for exposed wiring, especially at the flex point of the plug.

Defective Equipment

Employees should

- **Never** use defective equipment. Defective electrical appliances and machines are particularly hazardous because of the possibility of fire and electric shock. Because of this, the defects should be repaired promptly by qualified personnel. Immediately notify a supervisor and disable the equipment.

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Section 5.00, General Safety

Subject: 5.03, Electrical Safety

Section 5.00, General Safety

Subject: 5.04, Housekeeping Requirements

POLICY:

The BUS division management considers good housekeeping more than just a push-broom effort because it prevents injuries and accidents. Good housekeeping is an orderly arrangement of operations, tools, equipment, storage facilities, and supplies. Every BUS employee has housekeeping responsibilities.

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Section 5.00, General Safety

Subject: 5.04, Housekeeping Requirements

Section 5.00, General Safety

Subject: 5.05, Ladders

OVERVIEW:

Improper use of a ladder and using a defective ladder are the two major causes of accidents involving ladders.

GUIDELINES:

Employees should ensure that the ladder being used is without defects, is placed securely against solid backing, and is at a safe angle.

- **DANGER:** Never use aluminum ladders near electrical equipment.
- **Never** leave your tools on a ladder step unless you use steel tool holders.
- **Never** use boxes or other makeshift devices to increase the height of a ladder. Never set the ladder on loose or makeshift supports.
- **Do not** stand on the top of a step ladder. Use a ladder tall enough to let you stand at least two steps from the top.
- **Do not** use two ladders spliced together. Use one long enough to

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SAFETY PLAN

Section 5.00, General Safety

Subject: 5.05, Ladders

reach the job.

- Fully extend the ladder so that the spreader is locked. **Do not** use step ladders with rope or chain spreaders.
- Use a ladder with safety feet suitable for the surface (floor or the ground) the ladder must stand on.
- If the floor is slippery, tie the ladder at the base or have someone hold it.
- Place the ladder on a firm, level base. if blocking is necessary, anchor both the blocking and the ladder or tie them in place.
- If you place a ladder in a doorway, lock the door or have someone guard it. Protect the ladder from traffic.
- Clean up mud or slippery substances from your shoes before climbing up or down ladders.

GUIDELINES:

- Face the ladder and hold on to it with both hands whenever you climb up or down.
- Reaching out too far from a ladder in any direction is dangerous. Move the ladder as the work requires.
- **Do not** use a ladder as a horizontal member of a scaffold.

Carrying Ladders

When carrying ladders, employees should understand and follow the guidelines listed below:

- Be alert for people in your path.
- If the ladder is light enough to be carried by one person, carry it with the safety feet to the rear and the front end raised so it is above the head of anyone in front of you.
- If the ceiling is low, carry the ladder at your side with the safety feet to the rear. Be careful when approaching doorways and going around corners.

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SAFETY PLAN

Section 5.00, General Safety

Subject: 5.05, Ladders

- If you and another person carry a long ladder, each of you should carry it close to the ends so that neither end projects far enough beyond you or the other person to be dangerous.

Maintenance/Storage

To maintain ladders safely, employees must follow the guidelines listed below:

- **Never** leave a ladder unattended.
- **Do not** put ladders on wet ground or leave them exposed to the weather.
- Inspect ladders frequently at regular intervals. If you find a ladder that is defective, repair or discard it.
- Use shellac, varnish, or two coats of oil as a preservative on wooden ladders. **Do not** use paint: paint hides defects.
- Keep ladders clean.

Maintenance/Storage (Cont'd)

- If ladders with metal parts are exposed to acid fumes, inspect the parts frequently.
- roughen metal ladder rungs to prevent slipping.
- Store ladders in a cool, dry place either by putting them on their sides or by hanging them horizontally from several wall brackets. Ensure that suspended ladders do not warp.
- Do not store ladders on the floor where they can cause workers to trip and fall or where trucks may run over them and damage them.

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SAFETY PLAN

Section 5.00, General Safety

Subject: 5.05, Ladders

Section 5.00, General Safety

Subject: 5.06, Lifting and Carrying

MANUAL LIFTING:

Lifting and setting down objects by hand causes most strains and back injuries. Generally, back injuries account for a high percentage of work-related injuries. To reduce these injuries, know proper lifting techniques.

TECHNIQUES:

The following are the recommended techniques for lifting and carrying:

- Use mechanical devices (pulley, hand trucks, fork lifts, and hoists) to lift or move heavy loads when appropriate and when qualified.
- Evaluate the load: consider the size, weight, and shape of the object. Never carry a load that you cannot see over or around. Do not lift more than you can handle comfortably; get help if necessary.
- Inspect the area around the load and the route over which you will carry it to ensure that no obstacles or spills are in the way. Find a safe route around obstacles. Ensure that clearances are

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Section 5.00, General Safety

Subject: 5.06, Lifting and Carrying

sufficient. Make sure the path of travel is clear.

- Determine the distance to be traveled and the length of time you must maintain your grip. Gripping power decreases over long periods of time or when climbing stairs or ramps.
- Inspect the object to decide how to grasp it and how to avoid sharp edges, slivers, or other hazards. You may have to turn the object over before lifting it. If the object is wet or greasy, wipe it dry so that it will slip from your grasp. Use a rope sling or other device that provides a positive grip.
- Wear proper protective equipment when you handle glass. Your supervisor or work procedures will inform you or indicate when you need gloves, goggles, acid-resistant clothing, or safety shoes.
- Set your feet solidly shoulder-width apart for good balance and stability. Place one foot slightly ahead of the other for increased effectiveness.

TECHNIQUES (Cont'd):

- Get as close to the load as possible. Bend your legs about 90 degrees at the knees. Squat; do not crouch. (You use twice as much effort getting up from a crouch.) Grip the object firmly.
- Keep your back as straight as possible. Your back may not necessarily be vertical, but it should not be arched. Bend at the hips, not the middle of the back.
- Straighten your legs to lift the object and simultaneously bring your back to a vertical position. Tucking your chin in helps keep your spine straight and firm. Keep the object close to your body.
- Maintain your grip while lifting and carrying. Before changing or adjusting your grip, put the object down.
- Never turn at the waist or twist to change direction or to put down an object. Turn your whole body, including your feet, and crouch to lower the object. Grip the object firmly, keep it close to your body, and keep your back straight, not arched. Put one corner of

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Section 5.00, General Safety

Subject: 5.06, Lifting and Carrying

the object down first to keep your hands from being pinched against the floor.

- To lift with another person, lift and lower the load at the same time.

SPECIFIC TECHNIQUES:

Use the following techniques in specific situations:

- To place an object on a bench or table, first put it on edge and push it far enough onto the support to ensure that it will not fall. Release it gradually as you put it down. Move it in place by pushing the front of the object with your hands and body to prevent getting pinched.
- Securely place an object on a bench or other support so that it will not fall, tip over, or roll off. Correctly placed supports should be strong enough to bear the weight of the load.
- Store heavy objects on the floor or at waist height.

SPECIFIC TECHNIQUES (Cont'd):

- To raise an object above shoulder height, lift it first to waist height. Rest the edge of the object on a ledge, stand, or your hip. Shift your hand position so that you can boost the object by bending your knees. Straighten your knees as you lift or shift the object to your shoulders.
- In repetitive work, position yourself and the material so that you do not have to twist your body when moving the materials.
- To safely put an object in a tight place, slide it into place with your hands in the clear. Do not lift it.
- If mechanical lifting equipment such as forklifts and overhead cranes are available, use them if qualified or get help from a person qualified to operate the equipment.

REFERENCE:

See Exhibit 5.a, Recommended Lifting Procedures, for correcting lifting techniques.

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SAFETY PLAN

Section 5.00, General Safety
Subject: 5.06, Lifting and Carrying

Section 5.00, General Safety
Subject: 5.07, Personal Safety

EYE PROTECTION:

Ten percent of all industrial accidents are due to injuries to eyes. Usually, the eye is injured from the side rather than from straight on. As a result, transparent plastic, slip-on, side shields for safety glasses are recommended for certain tasks and provide good supplementary protection.

Prevention

Employees can prevent injury to the eyes and face by using the following precautions:

- Wear industrial safety glasses in all BUS shops and in or near operations where general eye protection is required..
- Control the hazards with machine-mounted shields that protect you from flying chips and metal turnings during various grinding

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SAFETY PLAN

Section 5.00, General Safety

Subject: 5.07, Personal Safety

operations.

- Use additional eye protection when necessary.
- Wear a full-face shield when dressing grinder wheels, operating a disc-sander or fly-cutter.
- Wear side shields on safety glasses for added protection in many routine machine operations.

NOISE EXPOSURE:

Guidelines for noise exposure adopted by the Department of Energy (DOE) limit a person's exposure to 80 decibels (dBA) for an 8-hour workday in industrial settings. Work activities in some areas of BUS Division involve a variety of machine, tool, and vehicle noises. Bus Division policy stipulates the following:

- Workers and visitors must have easy access to devices for hearing protection, such as earplugs and muffs.
- Signs, posed in conspicuous places in the area, must notify the employees that hearing protection required in the work area.
- New employees must have routine training and indoctrination on the risks of noise exposure and on the use of personal protection equipment.
- New employees must have a preplacement audiogram and the necessary approvals from the Occupational Medicine Group (ESH-2) before assignment to the carpentry shop.

Exceeds DOE Limits`

Supervisors who believe that the noise level in their work areas exceed the DOE noise exposure limits should contact the Industrial Hygiene Group (ESH-5) to have the levels measured.

SAFETY SHOES: Policy

Persons working in designated safety-shoe areas in SM-30, SM-31, SM-142, or SM-170 must wear safety shoes to avoid potential injuries caused by sharp or heavy objects striking the feet. Safety lanes are marked on the warehouse floors where pedestrian may walk without wearing safety shoes.

RESPONSIBILITIES:

Supervisors are responsible for ensuring that all their employees wear

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SAFETY PLAN

Section 5.00, General Safety

Subject: 5.07, Personal Safety

Supervisors appropriate safety shoes when working in designated areas in shops or warehouses.

DISCIPLINARY ACTION: An employee violating these Laboratory policies is immediately reported to the supervisor, section leader and/or Group Leader for documented oral counseling. The Group Leader deals with subsequent violations in accordance with the procedure outlined in Subject 112 in the Administrative Policies and Procedures Manual (AM)

REFERENCES: Refer to the Environment, Safety, and Health Manual, AR 12-1, and the AM Section 900 for additional information about safety policies.

Section 5.00, General Safety

Subject: 5.08, Ergonomic Safety

PURPOSE: The information provided in the following guidelines is intended to help BUS personnel who routinely use Video Display Terminal (VDT) equipment. This section addresses ergonomics, health and safety, productivity, comfort, and aesthetic issue that will make the users' efforts easier and more effective. the problems associated with VDT use are normally mild, but repeated use of VDT equipment together with disregard for certain safety precautions can lead to more chronic health problems over the course of years.

Ergonomic GUIDELINES:
Chair

The chair should have sturdy base for balance and stability, a

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Section 5.00, General Safety

Subject: 5.08, Ergonomic Safety

mechanism for height adjustment that is easily operated from a sitting position (especially important when the VDT work station is used by more than one operator); and adjustable backrest for support of the lower lumbar area; and firm, slightly contoured padding to prevent excessive body shifting. The need for armrests depends solely upon the operator's preference.

Work Surface

The height of the work surface should be adjustable to allow adequate leg room and appropriate height from the floor. It should be a minimum thickness (approximately 1 inch) with no center drawer and should allow adequate space for lateral knee movement. The work surface should be at least 30 inches wide to provide adequate room for work.

Keyboard

The keyboard should be detachable from the display and have a wrist rest below the space bar. Thin keyboards with audible or tactile feedback to keystrokes are preferred. The keyboard should also have a nonskid base and low reflective finish.

Screen

The VDT screen should have a mechanism to adjust the tilt and height of the screen. The brightness and contrast should be adjustable. Glare or bright spots on the screen should be minimal. There should be no obvious flickering of the characters on the screen. The screen should be cleaned regularly to remove dust, grime, and fingerprints.

Lighting

The lighting level for VDT work should be adequate for reading the paper documents. Bright lights or windows should be shielded to prevent glare and reflection on the VDT screen. ceiling-recessed,

Lighting (Cont'd)

fluorescent lights can be equipped with specially designed parabolic louvers to reduce glare. Walls should have low reflectance.

Reflectance from keys, desks, jewelry, and light colored clothing should be minimized.

INITIAL WORK STATION ADJUSTMENTS:

BUS personnel who use VDT equipment should adjust their VDT work stations before beginning work as recommended below:

- Adjust the height of the chair seat so that the upper leg is horizontal. A foot rest may be needed for some employees.

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Section 5.00, General Safety

Subject: 5.08, Ergonomic Safety

- Adjust the chair back so that it supports the small of the back.
- Adjust the height of the work surface where the keyboard is located so that the forearm and wrist are horizontal and the upper arm vertical when the fingers are placed on the home keys.
- Adjust the height of the VDT screen so that the top of the screen is 2 to 30 inches below the line of sight and 15 or 30 inches from the eyes. Tilting the VDT by raising the back 1 to 2 inches may help reduce reflected glare from ceiling light fixtures.
- If possible, set up the document holder below the VDT at about the same distance from the eyes as the VDT.
- If there is no palm rest on the keyboard, one should be improvised.
- The operator should observe the VDT screen. If the operator sees any bright reflections or glare spots on the screen, the operator should try to remove them.
- Observe the individual characters on the screen. If the characters flicker noticeably, consider replacing the screen.

Section 6.00, EMERGENCY PREPAREDNESS PLAN

SECTION	SUBJECT
6.01	Introduction Policy Purpose Definition Emergency
6.02	Credible emergencies Policy

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Section 6.00, EMERGENCY PREPAREDNESS PLAN

SECTION	SUBJECT
	Potential Credible Emergencies Employee Responses References
6.03	Emergency Evacuations Policy Guidelines Drills Evacuation Routes & Assembly Points Sweep Tag System Sweep Team System Responsibilities Employee Responsibilities Otowi Building Warehouse
6.04	Training Policy General training for BUS Employees
Table 6.1	TABLE Evacuation Routes and Assembly Areas
	APPENDIX
App. 6-A	Emergency Response Procedures Bomb Threat Chemical Release Civil Disturbance or Disobedience Earthquake Explosion Fire Kidnapping or Hostage Threat Medical Illness or Injury
App. 6-A (Cont'd)	National Civil Defense Emergency Off-site Emergency Release of Cryogenic material Release of Hazardous Liquid Release of Radioactive Material Release of Toxic Gas Sabotage

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Section 6.00, EMERGENCY PREPAREDNESS PLAN

SECTION	SUBJECT
	Sever Storms
	Terrorist Attack
	Trucking Accident
	Utility Failure
	Vehicle Accident
	EXHIBITS
Exhibit 6.a	Bomb Threat Checklist
Exhibit 6.b	Sweep Team Assignments

Section 6.00, Emergency preparedness Plan

Subject: 6.03, Emergency Evacuations

POLICY:

BUS Division knows that the best response to an emergency is a prepared response. BUS maintains an emergency evacuation plan to

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SAFETY PLAN

Section 6.00, Emergency preparedness Plan

Subject: 6.03, Emergency Evacuations

ensure that its employees have practical emergency skills, expertise, and response capabilities.

GUIDELINES:

When and if an evacuation is necessary, Bus encourages its employees to follow the basic evacuation guidelines listed below:

- Stay calm and be cooperative, even in drills;
- Immediately stop work and turn off all electrical and other noise-making equipment;
- Turn off your terminal and lock your desk only if it can be done quickly; otherwise, leave them alone. Your safety is more important;
- Leave beverages at your desk; spills in the hallways create slipping hazards and increase the risk to yourself and others;
- Leave the building immediately through the nearest exit and have a second exit planned in case the first one is blocked;
- Do not run - a fast walk is safer;
- Go to your designated assembly area, check in with the assembly point leader and await further instructions; and
- Do not smoke, even at the assembly area. Smoking is not permitted at any time during a building evacuation.
- Do not return to your work area until notified by your assembly-point leader. When you do return, enter by the means appropriate, not necessarily by the exit that you used.

DRILLS:

Bus schedules planned emergency evacuation drills, either announced or unannounced, to test, develop, and/or maintain a specific emergency response capability.

DRILLS: (Cont'd)

It is the responsibility of each Division Leader to see that each group conducts yearly exercises or drills. Group leaders, in conjunction with building managers and division ES&H Specialists, are responsible for

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SAFETY PLAN

Section 6.00, Emergency preparedness Plan

Subject: 6.03, Emergency Evacuations

conducting exercises or drills for their groups or building(s).

These exercises must be coordinated through the emergency management and Response, Fire Protection (EM&R and FSS/FP) Office, and the Operations and Maintenance Group (FSS-9). Unannounced exercises may be held only with prior knowledge of the appropriate division Leader(s) or EM&R and FSS/FP.

EVACUATION ROUTES AND ASSEMBLY AREAS:

BUS posts evacuation floor plans in strategic locations throughout the Division that clearly identify evacuation routes and assembly points. *See Table 6.1 Evacuation Routes and Assembly Areas, for evacuation routes and assembly areas.*

Employee Responsibilities

To ensure safe and effective emergency evacuations and that all employees are accounted for, BUS requires that employees

- Know where evacuation maps are posted;
- Are familiar with evacuation routes and assembly areas;
- Sign out and/or notify the appropriate personnel when leaving the group area or building; and
- Go to the designated assembly point during an evacuation and report to the person taking roll.

SWEEP TAG SYSTEM Otow Building

During emergencies, Bus group sin the Otowi building will be evacuation using the sweep tag system. Each sweep area is identified by a color coded sweep tag and a drawing indication the sweep area associated with that tag.

SWEEP TAG SYSTEM Otow Building

When an emergency alarm sounds, the individual closest to the tag

- removes the entire clipboard with the tag and area map

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Section 6.00, Emergency preparedness Plan

Subject: 6.03, Emergency Evacuations

- sweeps the area, ensuring that all individuals are evacuated,
- leaves the building, and
- hands the tag to the assembly area chief responsible for reporting to the building Manager..

If a tag is unaccounted for, the area corresponding to the tag will be identified and appropriate steps will be taken to check that area.

SWEEP TEAM SYSTEM: **Warehouse**

During emergencies, BUS groups in the Warehouse (SM-30) will be evacuated using the sweep team system. Each Bus group designates a sweep team to ensure personnel in common-use facilities are completely evacuated. *See Exhibit 6.b, Sweep Team Assignments.*

When an emergency alarm sounds, sweep teams sweep their designated area(s) and ensure that all personnel are safely evacuated and adequately distanced from endangered facilities during emergency situations.

Sweep Teams must have comprehensive knowledge of the evacuation routes and evacuation plans for their designated area(s).

BUS Sweep teams meet when necessary to discuss changes (if any exist) in evacuation plans and to remind team members of specific duties.

Section 6.00, Emergency preparedness Plan

Subject: 6.04, Training

POLICY:

General emergency response training will be provided annually to all

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Section 6.00, Emergency preparedness Plan

Subject: 6.04, Training

BUS employees who may have to take protective actions (e.g., assembly, evacuation) in the event of an emergency. The objectives are

- To provide initial and annual training;
- To provide specialized training to employees with respect to their responsibilities;
- To inform employees about changes in plans and procedures;
- To inform personnel of any weaknesses detected and/or lessons learned during drills and exercises; and
- To emphasize the importance of teamwork during an emergency.

GENERAL TRAINING FOR BUS EMPLOYEES:

To meet the training objectives listed above, BUS employees receive instruction on when and how to

- Interpret emergency information posted on facility floor plans,
- Evacuate a building during an emergency,
- Activate emergency pull boxes,
- Operate fire extinguishers,
- Call 911,
- Evacuate through emergency exits and perimeter fence gates,
- Locate assembly points,
- Account for personnel,
- Reenter a building/area after an emergency,
- contact appropriate Laboratory personnel, and
- Report emergencies and unusual occurrences.

Section 7.00, FIRE SAFETY

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SAFETY PLAN

SECTION	SUBJECT
7.01	prevention General Guidelines Housekeeping Electrical Equipment Smoking Forklifts Storage Policy Procedures Volatile Liquids Paint Flammable Packaging Combustible material DOT-Labeled Material Sprinklers
7.02	Evacuation Policy Emergency Procedure Fire Alarm Notifications Assistance Evacuation Sweep Teams Roll Call Search and Rescue First Aid/CPR Re-entry
7.03	Fire Extinguishers and Pullbox Alarms Policy Employee Responsibility Fire Extinguishers Should you fight the fire? Emergency Pullbox Alarms Procedure After use Reference Training Only If Never Employee Response Inoperative pullbox Call 911 Notify the Supervisor

Section 7.00, FIRE SAFETY

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SECTION

Exhibit 7.a

SUBJECT

How to use a fire extinguisher

BUS

SAFETY PLAN

Section 7.00, Fire Safety

Subject: 7.01, Prevention

GENERAL GUIDELINES:

To prevent the loss of lives or property, employees should

- Always observe good-housekeeping practices to keep work areas free of combustible materials.
- Ensure all fire doors are unobstructed.
- Tell their immediate supervisors and/or co-workers when they are leaving and when they return to a building.

HOUSEKEEPING:

Employees should

- Put waste matter in approved containers. Ensure waste containers are emptied frequently, and dispose of their contents safely;
- Promptly pick up and dispose of broken glass; and
- Immediately report to the cognizant supervisor any leaks from equipment, containers, or bulk storage that may be a fire hazard.

ELECTRICAL EQUIPMENT:

Employees should

- Turn off all electrical equipment, including terminals, before leaving the work area, and
- Place heaters a safe distance from walls and other flammable items.

SMOKING: Policy

Smoking is prohibited in all BUS warehouses and administrative buildings except in approved, designated areas. *See Section 5.00, General Safety for BUS smoking policy.*

Employees must

- Use ashtrays in areas where smoking is permitted and ensure that all appropriate requirements are met (ventilation, signs, etc.)

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SAFETY PLAN

Section 7.00, Fire Safety

Subject: 7.01, Prevention

- Crush out cigarettes, cigars, an pipe ashes in ashtrays. Never crush them out on the ground where they present a fire hazard.
- Never put lighted smoking materials on wooden tables, counters, etc.
- Never put ashes in a wastebasket or trash can.

FORKLIFTS:

Employees should fuel gas-powered forklifts outside of buildings.

STORAGE:

Volatile Liquids

Employees must not store volatile liquids in open containers; safety cans must be used.

Paint

Employees must store paint and paint products in approved flammable storage lockers away from other combustible materials. Paint rags should be disposed of as instructed. **Do not** place paint rags in containers with oily rags.

Flammable Packaging

Employees must store loose, flammable packing material in metal containers with tight-fitting lids.

Combustible Material

Employees must keep all combustible material away from steam lines and hot equipment.

DOT-Labeled Materials

Employees should store Department of Transportation (DOT)-labeled materials separately according to red, white, yellow, or green labels.

Sprinklers

Employees should ensure that

- Storage over 12 feet high should be at least 36 inches below sprinkler heads.
- Storage under 12 feet high should be at least 18 inches below sprinkler heads.

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SAFETY PLAN

Section 7.00, Fire Safety
Subject: 7.01, Prevention

Section 7.00, Fire Safety
Subject: 7.02, Evacuation

POLICY;

BUS maintains a building emergency response plan to ensure the safe evacuation of all employees and visitors during a fire. The plan contains procedures for timely evacuation, assembling in designated areas, and accounting of all personnel.

Employees should always inform their immediate supervisors of their departure from their work area and their subsequent return so that in case of fire, the supervisor can make an accurate personnel accounting.

EMERGENCY PROCEDURE:

In case of a fire, use the following procedure in the order listed:

Fire Alarm

Pull a fire alarm and call emergency number 911 to notify the fire department. Remain in contact with the fire department operator to provide as much information as possible about the nature of the emergency.

Notifications

Send persons to do the following:

- Call the supervisor,
- direct emergency vehicles, and
- advise the fire department if hazardous materials are in the area.

Assistance

During the evacuation, assist visitors or BUS Division personnel who may be lost, injured, or incapacitated and/or use a fire extinguisher to put the fire out if possible. Only personnel who are trained in the use of fire extinguishers may use one to put out a fire.

Evacuation

All persons must immediately evacuate the building by the designated or nearest evacuation route and proceed to the designated assembly point for roll call.

CAUTION: Absolutely **no** smoking allowed during evacuations

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Section 7.00, Fire Safety

Subject: 7.02, Evacuation

because of possible gas leaks.

See Section 6.00, Emergency Preparedness Plan, for complete evacuation procedures.

Sweep Teams

Sweep team members must check the lavatories or other assigned areas to ensure that all persons are out of the building. Sweep team members must not endanger themselves to fulfill their duties.

Roll Call

The manager or senior ranking person calls the roll and informs the on-scene commander of the names and possible locations of personnel who may still be inside. If the fire department is present, report the roll call to the fire captain.

Search and Rescue

Do not assist in the search and rescue of personnel who may be unaccounted for unless the manager, fire captain, or higher-level person in charge requests your help. use proper rescue equipment where needed.

First Aid/CPR

Fire department personnel or, in the absence of fire fights, trained and certified BUS personnel administer first aid and/or cardiopulmonary resuscitation (CPR).

Re-entry

Do not return to your work area until notified to do so by your assembly point leader. When you do return, enter by the means appropriate not necessarily by the exit that you used.

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SAFETY PLAN

Section 7.00, Fire Safety

Subject: 7.02, Evacuation

Section 7.00, Fire Safety

Subject: 7.03, Fire Extinguishers and Pullbox Alarms

POLICY: BUS ensures that fire extinguishers and pullbox alarms are installed in strategic locations throughout the division and are maintained on a regular basis.

Training BUS provides its employees with training in the use of fire extinguishers and emergency pullbox alarms. The training includes a description of the different types of extinguishers and information on how and when to use alarms and extinguishers.

EMPLOYEE RESPONSIBILITY: Employees are responsible for knowing

- The location of fire extinguishers and pullbox alarms.
- The different types of extinguishers,
- How and when to use extinguisher and alarms,
- the location of alternate exit routes, and
- the procedures for reporting fire and of the emergencies by telephone.

FIRE EXTINGUISHERS When used properly, fire extinguishers can save lives and property. *See Exhibit 7.a, How to Use a Fire Extinguisher.*

Not all fire extinguishers are designed to fight large or spreading fires. Even against small fires, fire extinguishers are useful only if

- The extinguisher is rated for the type of fire at hand;
- The extinguisher is easily accessible and in working order, fully charged;

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SAFETY PLAN

Section 7.00, Fire Safety

Subject: 7.03, Fire Extinguishers and Pullbox Alarms

NOTE: **Never** block, hide from view, or remove fire extinguishers from designated locations.

- the operator knows how to use the extinguisher (there is not time or read directions during an emergency); and
- The operator is strong enough to lift and operate the extinguisher.

SHOULD YOU FIGHT THE FIRE?

Employees have the option, if they consider it safe, to use fire extinguishers on small, incipient fires that involve neither the building structure nor explosive, radioactive, or highly toxic materials or they may choose to leave the building immediately, close off the area, and leave the fire to the fire department.

Only if

Employees who choose to fight a fire should do so **only if**

- They are properly trained in the operation of a fire extinguisher;
- Everyone has left, or is leaving, the building; and
- The pullbox alarm has been activated, and the fire department has been called.

Never

Employees should **never** fight a fire if **even one** of the following is true:

- The fire is spreading beyond the immediate area where it started or is already a large fire.
- The fire could spread to block the employees escape route.
- The employee is untrained in the proper operation of the extinguisher.
- The employee is in doubt about whether the extinguisher is designed for the type of fire at hand or is large enough to fight the fire.

It is reckless and dangerous to fight a fire with an extinguisher in any one of these cases.

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Section 7.00, Fire Safety

Subject: 7.03, Fire Extinguishers and Pullbox Alarms

EMERGENCY PULLBOX ALARMS:

Emergency pullbox alarms sound an audible alarm when activated to alert personnel to evacuate a building or given area.

Employee Response

If an emergency pullbox alarm is activated, all building residents and visitors must evacuate the building immediately following the provisions stipulated in the Emergency Preparedness Plan. *See Appendix 6-A, Emergency Response Procedures, for the exact procedures to follow in the event of an emergency.*

Inoperative Pullbox

If, during an emergency, the building's emergency pullbox alarm is found to be inoperative, the responsible person must do the following:

- Immediately inform employees of the emergency;
- Appoint one or more persons to announce the evacuation of the building over the public address (PA) system if one is available;
- Appoint two persons from each section or area of the building to announce the emergency evacuation; and
- All other provisions stipulated in the emergency evacuation plan apply. *See Subject 6.03, Emergency Evacuations.*

PROCEDURE AFTER USE:

Call 911

Employees should call 911 for any incident involving a fire extinguished with a fire extinguisher.

Notify the Supervisor

Employees must notify their supervisors immediately after using a fire extinguisher, even if they have successfully extinguished a fire. The appropriate supervisor will notify the Los Alamos Fire Department and the Bus Safety Office. The fire department will check for smoldering fires and will replace the expended fire extinguisher with a full one.

REFERENCE:

See Exhibit 7.a, How to Use a Fire Extinguisher.

Contact the BUS Safety Office for additional information about fire extinguishers.

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Section 7.00, Fire Safety

Subject: 7.03, Fire Extinguishers and Pullbox Alarms

Section 7.00, Fire Safety

Subject: 7.04 Travel Safety

POLICY: Employees should stay in sprinkler-protected and/or smoke-alarm-protected facilities. Some 50-year-old hotels with sprinklers are quite safe.

PRECAUTIONS: When staying in a motel or hotel, employees should take the following precautions:

- Ask for a room below the 10th floor, preferably away from the elevator and close to stairways.
-
- Before you unpack, find the closest exit and an alternate exit. Open and close the exit doors. Remember the locations; next time, you may be finding the exit in choking smoke.
-
- Determine where you will regularly place your room key. Never leave the room without it.
-
- Carry a small flashlight and a whistle in your attaché case.
-
- Ask about the evacuation sound and note the location of the manual (and activated) fire alarm boxes. Read the instructions.

PROCEDURES:

Suspected Fire

If you smell smoke or suspect a fire, first phone the fire department, then tell the clerk at the front desk.

Getting out of the building

If awakened at night by smoke, shouting, or an alarm, use the following procedure:

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Section 7.00, Fire Safety

Subject: 7.04 Travel Safety

- Open a cool door slightly to determine the best way to an exit.

CAUTION: Check your door handle and door. **Never** open a hot door.

- Leave your room only if you know your way out. Put on shoes and some outer clothes if you can.
- Roll into the hall or walkway on your hands and knees.

- Lightly close every door you go through to ensure that smoke does not enter the stairwells, corridors, or your room.

DANGER: **Never** use the elevators in an emergency.

- Always keep to the right in the halls and on the stairs. Stay down and keep your hand on the wall or railing. Walk down to ground level if possible.
- go to the roof only if you have no other choice.

Staying in the building

If you stay in your room during a fire or smoke scare, use the following procedure:

- Close and latch the door.
- Fill the bathtub with wet towels and sheets and use them to block cracks around the door to stop smoke.
- Use the bathroom fan only if it keeps smoke out.
- Open an outside window only if it helps keep smoke out of your room.
- Let people know you are trapped in your room by phoning or hanging a sheet out the window.
- Wait.

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Section 7.00, Fire Safety

Subject: 7.04 Travel Safety

Section 800, REPORTING

SECTION	SUBJECT
8.01	Introduction
8.02	Unsafe Workplace
8.03	Accident/Incident Reporting Purpose Immediate Notification Written Reports Medical Reports Vehicle Accident
	BUS form 1-1A BUS Safety Office Government Vehicles Other Vehicles Use for Official Business Rental Vehicles Police Notification
8.04	Occurrence Reporting Policy Notification Occurrence Categories
	emergencies Unusual Occurrences Off-Normal Occurrences
	Exhibit

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SAFETY PLAN

Section 800, REPORTING

Exhibit 8.a

Accident/Incident Reporting Forms

Section 800, REPORTING

Subject: 8.01, Introduction

INTRODUCTION:

BUS Division's environment, safety and health (ES&H) program includes a system to ensure prompt, accurate, and complete reporting of job-related accidents and unsafe work conditions that may cause these accidents. This system requires that Bus personnel take ownership for their work areas and take the necessary responsibility to report any unsafe conditions so as to prevent accidents. Should an accident or incident occur, BUS's reporting system provides for efficient reporting of accident data to the appropriate Laboratory organizations and ultimately the Department of Energy (DOE). Data analysis that this provides is essential to the accident prevention effort.

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Section 800, REPORTING **Subject: 8.01, Introduction**

Section 800, REPORTING **Subject: 8.02, Unsafe Workplace**

UNSAFE WORKPLACE:

Employees should take the following steps, in the order given, if they believe their work environment is unsafe:

- Contact your supervisor.
- Contact the BUS ES&H Specialist at the BUS Safety Office.
- Contact the ES&H Division (7-5231 if you believe that insufficient action is taken by your supervisor. In most cases, the ESH staff will be able to resolve the problem.
- If you feel that the problem remains unresolved, call the Laboratory's Environment, Safety, and Health (ES&H) Hotline (5-5010).
- Call the DOE Environment Hotline (1-800-541-1625), or file a formal complaint with the DOE Los Alamos Area Office (LAAO), (7-5288).

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Section 800, REPORTING **Subject: 8.02, Unsafe Workplace**

Section 800, REPORTING **Subject: 8.03, Accident/Incident Reporting**

PURPOSE:

The following guidelines are provided by BUS Division as a general guidance for emergency response as well as specific reporting requirements for Laboratory or subcontractor accidents/incidents. These guidelines apply to Laboratory employees and, in most cases, subcontractor personnel.

IMMEDIATE NOTIFICATION:

In an emergency, the most immediate course of action is to perform those procedures needed to sustain life, then obtain help. Take the following steps, in the order listed, in most emergency situations:

- Dial 911 and provide the emergency operator with the information requested.
- Aid victims if you are properly trained and equipped for rescue operations and rescue is possible without undue risk to your personal safety.

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Section 800, REPORTING

Subject: 8.03, Accident/Incident Reporting

- Take measures necessary to prevent further damage or injury.
- Secure the accident/incident scene for an official investigation, unless it could cause further damage or injury.
- Notify the ESH Division at 7-7878 during normal working hours. After normal working hours, all 7-4437.

Available employees ensure that all line managers are also notified of any accidents/incidents. Accidents/incidents meeting criteria under DOE order 500.3B will require occurrence reports. This will be determined by the Facility Manager.

WRITTEN REPORTS:

Following an accident or incident, the group Leader must notify the Division office. This notification should be done by electronic mail. If the system is not accessible, or if the accident/incident is of a serious nature, the Group Leader must immediately notify the division Office and the Bus safety office by phone or in person.

Bus Form 1-1A

Within 24 hours after the accident or incident, the Bus Accident/Incident, BUS Form 1-1A should be completed by the employee, reviewed and signed by the Group Leader and/or supervisor, and forwarded to the Bus Safety Office with any additional documentation. *See Exhibit Package 8.a for Accident/Incident Reporting Forms.*

BUS Safety Office

The BUS Safety Office will gather and route all documentation to the appropriate supervisor, Group Leader, and Program Manager for their input and signature. At this time, a determination will be made by the Program Manager whether a package should or should not be reviewed by the BUS Safety council. A completed package will usually consist of the following documentation:

- BUS Accident/Incident Form, BUS Form 1-1A;
- GSA Form 91 (if vehicle related);

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Section 800, REPORTING

Subject: 8.03, Accident/Incident Reporting

- Medical Report, ESH Form 1-1A (if person went to ESH-2); and
- Supplemental injury/illness form, ESH Form 1-1B (if person went to ESH-2).

After this determination has been made, a copy of the package will be forwarded to the Division Office and to the BUS personnel Office.

MEDICAL REPORTS:

After receiving appropriate medical attention, employees must report the injury/illness to ESH-2 who will initiate the medical Report, HS Form 1-1A. In an injury case, the Operational Safety Section in the Industrial Hygiene and Safety Group (ESH-5) determines the need for further notifications and investigation. In the case of a possibly work-related illness or toxic exposure, the Industrial Hygiene and Safety group (ESH-5) makes that determination. The employee's supervisor must complete the Supplemental Injury/Illness Report, HS form 1-1B, (*see Exhibit Package 8.a, Accident/Incident Reporting Forms*) If determined necessary by the safety engineer or industrial hygienist assigned to the case.

VEHICLE ACCIDENT:

Government Vehicles

Employees must report any accident involving General Services Administration (GSA) -owned vehicles to GSA by telephone within 24 hours. GSA then will instruct the operator about documentation requirements such as the GSA Standard Form 91, Operator's Report of Motor Vehicle Accident. *See Exhibit Package 8.a, Accident/Incident Reporting Forms.*

VEHICLE ACCIDENT: (cont)

Other Vehicles Used for Official Business

Employees must report to the Operational Safety Section of ESH-5 any accident involving a non-GSA government vehicle, a subcontractor vehicle, or a private vehicle on official business within 2 workdays of the accident.

Rental Vehicles

Accidents involving rental vehicles require submission of the rental agency report to the Operational Safety Section of ESH-5 and, for Laboratory employees, also to the Travel Team (BUS-1).

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SAFETY PLAN

Section 800, REPORTING

Subject: 8.03, Accident/Incident Reporting

Police Notification

Local police must be notified immediately if the accident involves a personal injury or if it occurs offsite.

Section 800, REPORTING

Subject: 8.04, Occurrence Reporting

POLICY:

One of the major keys to the successful implementation of the Laboratory Occurrence Reporting System is the active involvement of Laboratory employees in identifying an event or condition that warrants consideration as an occurrence in accordance with the Laboratory Occurrence Reporting Implementing Procedures. Reporting is crucial to identifying the problem and the cause(s) and to providing permanent corrective actions.

NOTIFICATION:

When an event occurs or a condition is discovered, the employee is to report it immediately in accordance with the following guidelines:

- If the incident requires emergency response, the employee will notify the Laboratory central Control Dispatch by dialing 911.

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Section 800, REPORTING

Subject: 8.04, Occurrence Reporting

- If the occurrence does not require an emergency response, the employee is to report the occurrence to the Duty Emergency manager at 7-6211. These phones will be answered by trained personnel who know who the Facility Manager and Occurrence Reporting Section Representative are and how to reach them.

The employee is expected to provide information to the Facility Manager for completing the occurrence reports.

OCCURRENCE CATEGORIES:

The following occurrence categories are generic occurrences by which Bus personnel can better understand the degree of significance associated with the emergency, unusual occurrence, or off-normal occurrence. The Facility manager, along with other appropriate management, is responsible for categorizing these occurrences.

Emergencies:

Emergencies are the most serious occurrences and require an increased alert status for on-site personnel and, in specified cases, for off-normal authorities. The types of occurrences that are to be categorized as emergencies are:

- Any unintentional nuclear criticality that results or could result in actual or potential facility damage or release of radioactive material to the environment.
- Actual or potential release of material to the environment that results or could result in significant off-site consequences;
- Any natural or man-made event posing an actual or potential threat to the integrity of the facility that results or could result in significant off-site consequences;
- Any event in progress or having occurred that involves an actual or potential substantial degradation of the level of safety of the facility that results or could result in significant off-site consequences;
- Any safeguards or security event that is an actual or potential threat to Laboratory operations, facilities, or personnel, and results or could result in significant effects on the public health and safety and/or on national security;
- Any event that requires activation of the Laboratory emergency

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Section 800, REPORTING

Subject: 8.04, Occurrence Reporting

plan.

Unusual Occurrences

An unusual occurrence is a non-emergency occurrence that has significant impact or potential for impact on safety, environment, health, security, or operations. The types of occurrences that are to be categorized as unusual occurrences are those that:

- Result in the release of radioactive or hazardous materials above limits established in permits or regulations;

Result in the violation of any safety, environment, or health requirements defined in permits or regulations;

Are significant internal or external threats to safety, environment, or health protection;

Are significant internal or external threats to the ability of a facility to operate;

Involve significant degradation of safety systems;

Involve significant degradation of environmental, safety, or health conditions;

Result in fatalities;

Result in exposure to hazardous or radioactive materials in excess of regulatory allowable limits, but less than protective response recommendations as defined in DOE orders;

Result in off-site or on-site contamination in excess of regulatory allowable limits, but less than protective response recommendations as defined in DOE orders;

Failure of environmental monitoring equipment necessary to demonstrate compliance;

Failure of safety equipment or systems reducing the capability below a minimum required safety function;

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Section 800, REPORTING

Subject: 8.04, Occurrence Reporting

Significant delay or cost in operations;

Result in the actuation of emergency systems or engineered safety features, except under approved testing;

Violate technical specifications, operational safety requirements, or involve an unreviewed safety question;

Violate DOE safety or environmental requirements;

Result in the loss of control or release of radioactive material above allowable limits; or

Result in the release of a hazardous substance or material that exceeds a reportable quantity and is not federally permitted.

Off-Normal Occurrences:

Off-normal occurrences are abnormal or unplanned events or conditions that adversely affect, potentially affect, or are indicative of degradation in the safety, security, environmental or health protection performance or operation of a facility. They types of occurrences that are to be categorized as off-normal occurrences are those that:

- Involve degradation of environmental, safety, or health conditions;
- Results in serious personnel injury or significant lost workdays;
- Results in personal contamination, assimilation, or exposure of hazardous or radioactive materials in excess of administrative limits, but within regulatory limits;
- Results in significant on-site or off-site contamination of hazardous or radioactive materials in excess of administrative limits, but within regulatory limits;
- Degradation of environmental monitoring equipment necessary to demonstrate compliance;

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- Result in the violation of safety, environment, or health administrative limits; or
- Involve operational procedural violations, including maintenance and administrative procedures that the potential to impact the safety, security, environment or health performance or operation of a facility.